

Faculty Senate

Meeting Minutes

September 6, 2023 / Bayou 2524 & Zoom / 1:00-3:00 p.m.

**Senators**

**Present:** Jennifer Arney Cuevas, Sheila Baker, Yvette Bendeck, Amber Brown, Nelson Carter, Christina Cedillo, Stephen Cotten, Soma Datta, Kathleen Garland, Michelle Giles, Jennifer Grace, Vicky Gu, Rebecca Huss-Keeler, Daniel Imrecke, Lorie Jacobs, Preeti Jain, Angela Kelling, Nicholas Kelling, Dorothy Kirkman, Isabelle Kusters, Renée Lastrapes, Timothy Michael, Ivelina Pavlova-Stout, Roberta Raymond, Larry Rohde, Nicholas Shaman, Gene Shan, Yi Su, Ishaq Unwala, Christine Walther, Omah Williams-Duncan, Michael Wu, Lin Yi, Se-Hyoung Yi

**Absent:** 0

**Administrative Guests:** Matthew Aschenbrenner, David Brittain, Mark Denney, LeeBrian Gaskins, Allison Gillespie, Lee Hilyer, Beth Lewis, Christopher Maynard, Johna McClendon, Marci McMahon, Yolanda Nimmer-Williams, Veronica Ortiz, Joan Pedro, Everette Penn, Tina Powellson, Terry Sheppard, Shreerekha Subramanian, Richard Walker, Edward Waller, Jennifer Willis-Opalenik

Next meeting: October 4, 2023 / Bayou 2524 & Zoom / 1:00-3:00 p.m.

**Call to Order – Dr. Cotten**

1:01

A brief review of Senate goals and hopes for the year were provided.

The Faculty Senate Teams site and structure was displayed for easy navigation.

**Approval of Faculty Senate minutes – Dr. Cotten**

Minutes were approved as written.

**Welcome Remarks – Dr. Walker**

Dr. Walker welcomed everyone to the start of the semester.

Chief of Staff/Chief Strategy Officer – Dr. Allison Gillespie was introduced and provided a brief background and overview of her duties as Chief of Staff/Chief Strategy Officer.

Hunter Hall – Approximately 170 residents moved in this semester. This is the largest move in to-date. It is estimated to be completely full in a couple of years.

Weeks of Welcome – Division of Student Affairs coordinated and organized with divisions, departments and colleges to hold over 40 events in two weeks.

Philanthropy Dinner – Annual dinner was held for 140 donors that provide scholarships assistance. Numbers have not been finalized but it is looking like the university has received 1.2 million more than last year.

Legislative Updates – Updates were provided on the budget, Senate Bill 17 and Senate Bill 18. Updates included how the legislative outcomes will affect UHCL.

UHCL budget – FY23 outcomes and FY24 plans to balance the budget was provided.

Merit raises – Merit raises have been a top priority for Dr. Walker. A 2% merit pool has been marked from the FY24 budget to cover merit increases for faculty and staff.

Market adjustments – 1% of the FY24 budget has been dedicated to begin the process addressing the analysis outcomes. Depending on the final analysis it is expected to take a few years to completely implement.

Boeing – Strategic Partnership collaborated with Boeing on an experiential learning experience for students. UHCL was featured at the Board of Regents meetings where students were able to discuss their experiences with the partnership.

Enrollment – Headcount is down 5.6% from last year and the SCH is down 4.5%. A heavy focus will be on enrollment and retention.

State of the University – October 17<sup>th</sup> at 2:00 pm

50<sup>th</sup> anniversary – This year marks the 50<sup>th</sup> anniversary for UHCL. Information will be shared soon.

### **Provost's Office Report – Dr. Maynard**

Dr. Maynard welcomed everyone back to the start of the semester.

Academic Communication Director - Lexi Herrera has joined UHCL and will be highlighting the great things programs and colleges are doing to help partner and support student success.

College meetings – Dr. Maynard will be attending college meetings to highlight things that are being done around campus.

Coffee with the Provost – Will be held each month for faculty. Faculty are encouraged to share their thoughts and concerns during these events or anytime.

Merit letters – Letters were sent on September 1<sup>st</sup> to provide faculty the ability to see the change on their October pay. Any issues, questions, or concerns should be directed to their college dean.

Attendance tracking – A recent Financial Aid audit flagged UHCL as out of compliance. This resulted in an speedy reinstatement on campus. Faculty are encouraged to reach out to Tim Richardson or Kathy Matthew if they have any problems.

STEP – CoE STEP program has been expanded to Clear Creek and Pearland. Everyone is encouraged to attend the official signing ceremony. Information will be shared when available.

Program level goals – Specific enrollment goals will be set to ensure programs and the university are successful.

Senate Bill 18 –UHCL's policy is closely aligned with the bill and only a few adjustments will need to be made. All adjustments will go through shared governance.

Senate Bill 17 – UH System is required to annually certify system compliance. UHCL is working with system counsel for clarification on impacts to course instruction and research.

Neumann Library – Lee Hilyer provided updates on available services for faculty and students.

Canvas – Jenni Willis Opalenik provided updates, resources, communication plans, and goals for the Canvas transition. Questions and discussions covered training dates and times, Turnitin, Respondus, Proctor U, and possible new software.

[Committee Reports are attached. There was discussion about the committee reports as follows:](#)

**Senate Committee Report – Teaching & Research – Dr. Shan**

Appeal Policy – Summer work completed by the committee and timelines were provided. A diagram of the policy was displayed for everyone.

Academic Appeal Policy

Vote: 25 Yea; 2 Nay; 0 Abstain

**Senate Committee Report – Budget & Facilities – Dr. Pavlova-Stout**

A review of the report was provided. No questions were asked.

**Senate Committee Report – Curriculum – Dr. Baker**

A review of the report was provided. No questions were asked.

**Senate Committee Report – Faculty Life – Dr. Imrecke**

A review of the report was provided. No questions were asked.

**Senate Committee Report – Governance – Dr. Walther**

A review of the report was provided. No questions were asked.

**Shared Governance Kickoff Reminder – Dr. Cotten**

Shared Governance Kickoff will be tomorrow. Senators are encouraged to focus on chair elections during the meeting.

**Center for Faculty Development – Dr. McMahon**

Dr. McMahon was introduced as the new Executive Director of the Center.

Communities of Practice (COP) – Sign-ups will be from Friday, September 8<sup>th</sup> – Thursday, September 21<sup>st</sup>. A few submitted COPs were highlighted.

Funding Opportunities – Proposals for the three available tracks are encouraged. Deadline to apply is Monday, October 2<sup>nd</sup>.

Suggestions – Dr. McMahon was encouraged to attend college meetings to highlight CFD opportunities available to faculty.

New Faculty Display - Window displays are currently posted of the new faculty on the CFD windows.

Learning Innovators – Face to Face and Online sessions will be held at the end of the month.

**New Business**

Texas A&M Space Institute – Discussion on how the institute will affect UHCL enrollment occurred. Dr. Maynard provided information based on conversations with the representative from Texas A&M. Conversations will be ongoing and information will be shared when available.

Honoring Faculty – University Advancement is developing a plan that will honor individuals that have passed away in a consistent manner.

DocuSign – Documents are being moved to the DocuSign platform. The move will standardize documents and allow everyone in the approval process the ability to see the completed document. It was suggested that campus wide communication be sent to provide information and avoid possible confusion when changing platforms.

Census Roster – Discussion on quick roll out, definitions (attending, present, etc.), and possible options for automation occurred.

Building Renovations – Discussion on building renovations occurred.

Bayou Renovation – Timelines and items being renovated were discussed.

Delta and STEM Bldg. 2 – Renovations will be addressed during the new legislative sessions.

Delta has received upgrades to the hallway furniture and a proposal has been submitted to upgrade the student lounge and vending machines.

Connectivity issues – Discussion on the differences between Wi-Fi and cell services and the status of upgrades occurred.

Cell phone - Connectivity issues have been completed in Delta and Arbor. Bayou upgrades are in the final stages. SSCB will be started after Bayou completion.

WiFi – Upgrades have been completed in Bayou, SSCB, Stem.

Dead spots – If any dead spots are noticed, faculty are encouraged to reach out to Mark Denney and LeeBrian Gaskins for further investigation.

Key Card Access – Updates on possible room upgrades were discussed.

Web pages – Discussion on creating and updating web pages occurred.

## **Announcements – Dr. Cotten**

A survey on the Workload Policy will be sent to obtain feedback from faculty. Senators are encouraged to submit possible questions before the survey is sent.

## **Call for Adjournment – Dr. Cotten**

2:47

UHCL Faculty Senate  
Committee Reports- September 2023

<i>Faculty Senate Committees</i>
<b>Teaching &amp; Research Committee- Gene Shan, Chair</b>
<ul style="list-style-type: none"> <li>▪ Meetings first Thursday 1-3PM</li> <li>▪ Initial priorities               <ul style="list-style-type: none"> <li>○ Academic Appeals policy</li> <li>○ Overseeing the implementation of new student evaluation in Fall 2023</li> <li>○ Teaching modalities</li> <li>○ Academic honesty policy</li> <li>○ Update T&amp;R web pages</li> </ul> </li> </ul>
<b>Budget &amp; Facilities Committee- Ivelina Pavlova-Stout, Chair</b>
<ul style="list-style-type: none"> <li>▪ Meeting Tuesday, 9 am.</li> <li>▪ Initial priorities – work on summer pay policy changes, CUPA comparisons review, explore faculty input in Bayou renovations.</li> </ul>
<b>Curriculum Committee- Sheila Baker, Chair</b>
<ul style="list-style-type: none"> <li>▪ Committee meetings will be the second Friday of each month at 10:30am</li> <li>▪ Priority is to review the following:               <ul style="list-style-type: none"> <li>▪ Program Biotechnology Certificate</li> <li>▪ Program Certificate of Engineering Data Analytics (CEDA)</li> <li>▪ Program Project Management &amp; Six Sigma Certificate</li> <li>▪ Program Supply Chain and Analytics Certificate</li> <li>▪ SAP Student Recognition Award</li> </ul> </li> </ul>
<b>Faculty Life Committee- Daniel Imrecke, Chair</b>
<ul style="list-style-type: none"> <li>• Meetings second Tuesday 10-11am each month</li> <li>• Items to be evaluated               <ul style="list-style-type: none"> <li>▪ Non-tenure track policy</li> <li>▪ Revising post-tenure review.</li> <li>▪ Summer workload policy</li> <li>▪ Winter-term courses.</li> <li>▪ Expedited tenure review</li> <li>▪ Policy of Summary Dismissal</li> <li>▪ Medical Cause for Dismissal – Policy</li> </ul> </li> </ul>
<b>Governance Committee- Christine Walther, Chair</b>
<ul style="list-style-type: none"> <li>▪ Committee meetings will be the second Monday of each month (alternating time)</li> <li>▪ The initial priorities are making the updated faculty handbook available in an accessible format, continuing updates to the adjunct handbook, discussing timelines for shared governance elections, and updating the Faculty Senate constitution</li> </ul>
<i>Shared Governance Committees</i>
<b>University Life Committee- TBD, Chair</b>

▪

Facilities & Support Services Committee- TBD, Chair

▪

Planning & Budget Committee- TBD, Chair

▪

Faculty Senate Attendance

September 6, 2023

<b>Senators</b>		
<b>Present</b>	<b>First</b>	<b>Last</b>
✓	Jennifer	Arney Cuevas
✓	Sheila	Baker
✓	Yvette	Bendeck
✓	Amber	Brown
✓	Nelson	Carter
✓	Christina	Cedillo
✓	Stephen	Cotten
✓	Soma	Datta
✓	Kathy	Garland
✓	Michelle	Giles
✓	Jennifer	Grace
✓	Vicky	Gu
✓	Rebecca	Huss-Keeler
✓	Daniel	Imrecke
✓	Lorie	Jacobs
✓	Preeti	Jain
✓	Angela	Kelling
✓	Nicholas	Kelling
✓	Dorothy	Kirkman
✓	Isabelle	Kusters
✓	Renée	Lastrapes
✓	Tim	Michael
✓	Ivelina	Pavlova-Stout
✓	Roberta	Raymond
✓	Larry	Rohde
✓	Nick	Shaman
✓	Gene	Shan
✓	Yi	Su
✓	Ishaq	Unwala
✓	Christine	Walther
✓	Omah	Williams-Duncan
✓	Michael	Wu
✓	Lin	Yi
✓	Se-Hyoung	Yi

<b>Administration</b>		
<b>Present</b>	<b>First</b>	<b>Last</b>
✓	Matthew	Aschenbrener
✓	David	Brittain
✓	Mark	Denney
	David	Garrison
✓	Lee Brian	Gaskin
✓	Allison	Gillespie
	Miguel	Gonzalez
	Kara Marie	Hadley-Shakya
✓	Lee	Hilyer
✓	Beth	Lewis
	Kathryn	Matthew
✓	Christopher	Maynard
✓	Marci	McMahon
✓	Yolanda	Nimmer-Williams
✓	Joan	Pedro
	Robert	Phalen
✓	Tina	Powellson
	Timothy	Richardson
	Glenn	Sanford
✓	Terry	Sheppard
✓	Shreerekha	Subramanian
	Troy	Voelker
✓	Richard	Walker
✓	Edward	Waller
	Brice	Yates

<b>Guest</b>		
<b>Present</b>	<b>First</b>	<b>Last</b>
✓	Johna	McClendon
✓	Everette	Penn
✓	Jennifer	Willis-Opalenik